

CHIEF SURVEYOR

DEFINITION

Under direction, plans, supervises, and administers the operations of the Survey Section of Construction Management within the Public Works Department.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Construction Manager.
Exercises supervision over the Survey Party Chief/s.

DISTINGUISHING CHARACTERISTICS

Chief Surveyor is the head of the Survey Section of Construction Management within the Public Works Department. Incumbent applies advanced surveying skills in planning, coordinating, and supervising all City surveys. This class is distinguished from Survey Party Chief in that the latter is the advanced working class and is responsible for directing the day-to-day field activities of a survey party.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(May include, but are not limited to the following)*

Performs the section's administrative duties; plans, coordinates, supervises and evaluates the activities of the section's personnel.

Prepares and monitors the annual budget for the survey section.

Checks preliminary and final survey plans for complex construction projects.

Develops and directs training and safety programs.

Researches records for data necessary to perform surveys.

Checks parcel maps, subdivision maps, water, sewer and street construction drawings for adequate and correct information.

Suggests solutions to surveying and drainage problems.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Industry standard principles, practices, and equipment used in surveying and field engineering, including surveying laws and regulations.

Construction plans, specifications, parcel maps, subdivision maps and construction drawings.

Industry standard principles and practices of supervision and administration.

Skill to:

Operate and be knowledgeable of operating procedures associated with industry standard equipment.

Ability to:

Plan, coordinate, supervise, and evaluate the performance of technical and semi-technical personnel.

Perform complex surveying computations, and solve drainage and related surveying problems.

Effectively enforce the provision of the Land Surveyor's Act.

Establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Possession of a valid California State Land Surveyor License, OR valid registration as a professional engineer by the State of California at time of application.

Special Requirement(s):

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____ DATE: _____
Director of Personnel

MR/LC/il/04/18/91

+465/SPEC6

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